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REGULATION**PERSONNEL**

26 February 1958

FITNESS REPORT

Rescission: [] dated 21 January 1956

1. POLICY

- a. The Agency will periodically evaluate the work performance and effectiveness of its staff employees and staff agents.
- b. Supervisors at all levels will prepare fitness reports for their immediate subordinates. Form 45 will generally be used, but performance of individuals at grades GS-14 and above may, if preferred, be evaluated in memorandum form.
- c. Reviewing officials will ensure the careful and accurate completion of fitness reports by subordinate supervisors, and will record their own independent judgments as to the correctness of completed evaluations.
- d. In the interest of continuous improvement of performance, Agency policy required that a fitness report be shown to and discussed with the individual concerned upon completion, except in the following cases:
 - (1) When it would hamper or disrupt work because of unusual operational circumstances, as at a small station where the supervisor and the individual must live in very close proximity with constant social contact; or

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- (2) when medical or psychological reasons make it inadvisable; or
- (3) when security considerations preclude it; or
- (4) when geographic separation of the supervisor and the individual makes it physically impracticable.

c. Whenever the report is not shown to and discussed with the individual, the supervisor must state his reason on the report. Upon the individual's request, the head of his career service will subsequently show him the report, security considerations permitting. No fitness report may be used to support an adverse action unless the person evaluated has seen it and has had opportunity to discuss it.

2. RESPONSIBILITIES**a. Operating Officials**

Operating Officials are responsible for directing the preparation, review and forwarding, in accordance with this regulation, of fitness reports concerning personnel under their jurisdiction.

b. Heads of Career Services

Heads of career services are responsible for review of fitness reports as they pertain to career management of members of their respective services.

c. Director of Personnel

The Director of Personnel is responsible for periodically

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reviewing the effectiveness of this evaluation program and for the control and maintenance of central fitness report records.

3. REPORTING SCHEDULE**a. Initial Report**

A fitness report will be prepared for each employee 9 months after his entrance on duty, so as to be available well before completion of his 12-month trial period. However, the report may be deferred for a period not to exceed 30 days, to give the supervisor additional time to evaluate an employee who has been under his jurisdiction less than 90 days.

b. Annual Report

A fitness report will be prepared annually for each employee, except when an initial, reassignment, or special fitness report has been made within 90 days of the annual report due date. An annual report may be deferred until the employee has been under the jurisdiction of the supervisor 90 days.

Schedule for the Submission of Annual Reports

<u>Grades</u>	<u>To Be Completed By</u>
GS-01 through GS-06	30 June
GS-07 through GS-10	30 September
GS-11 and GS-12	31 December
GS-13 and above	31 March

c. Reassignment Reports

- (1) A supervisor who is to be reassigned or who is leaving the Agency will, before his departure, prepare fitness

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reports on individuals under his immediate supervision for whom no such report has been prepared within the preceding 90 days.

- (2) When an employee is to be reassigned, a fitness report will be prepared to accompany Form 1152, Request for Personnel Action, unless such a report has been prepared for some other purpose within the preceding 90 days.

d. Special Reports

A fitness report will be prepared whenever necessitated by a particular circumstance, such as a proposed action based on extraordinary merit, or completion of a short detail, a special assignment, or a probationary period.

h. INITIATION OF REPORTS

- a. The Office of Personnel will furnish to the Administrative or Personnel Officer of each major component, on or before the 15th day of each month, a list of the headquarters employees for whom an initial or annual report will be due within the next 30 days.
- b. Reassignment reports will be prepared as prescribed in this regulation, without notice from the Office of Personnel.
- c. Special Reports will be prepared as directed by Operating Officials and heads of career services.

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5. ROUTING OF REPORTS

The supervisor executing a fitness report will submit it for comment and endorsement to the reviewing official, who will forward it through regular command channels in time to reach the head of the appropriate career service within 15 workdays after the due date of the report. The latter will retain one copy and forward the original and one other to the Office of Personnel.

6. REPORTS OF UNSATISFACTORY SERVICE

A fitness report expressing the opinion that an employee should be separated or judging him to be incompetent will be accompanied by a copy of a warning memorandum notifying him of his deficiencies in performance.

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